Loan Change Request Form

Please note: Changes will only be processed for semesters in which the indicated loan has NOT yet disbursed. Loans in an offered (O) status should be updated by the student via the myShip student portal. A signature is required on this form in order to process pre-disbursement loan changes.

Academic Year  □  2018-19  □  2019-20

**Direct Student Loan**

Adjustment requests to Direct loans must be made by the student borrower and require signature.

- □ I wish to cancel the following Direct Loan type for the specified semester:
  - Loan Type:  ____ SUBSIDIZED  ____ UNSUBSIDIZED
  - Semester:  ____ FALL  ____ SPRING  ____ SUMMER

- □ Adjust my Subsidized or Unsubsidized Direct Loan from $__________ to $__________.
  - Amount will be equally divided between fall and spring semesters, except where the loan offered was for only one semester.

- □ Other- Please explain:____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________

Student Name (please print)  Student ID

Student Signature  Date

**Direct PLUS (Parent) Loan**

Adjustment requests to Direct PLUS (Parent) Loans must be made by the parent borrower and require the parent borrower’s signature.

- □ Cancel the Direct PLUS (Parent) Loan in full for this academic year.

- □ Decrease my Direct PLUS (Parent) Loan from $__________ to $__________.
  - Amount will be equally divided between fall and spring semesters, except if the loan was processed for only one semester.

- □ Other- Please explain:____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________

Student Name (please print)  Student ID

Parent PLUS Borrower Name (please print)  Parent PLUS Borrower Signature  Date
Private Alternative Loan
To increase your private alternative loan, please contact your lender. For any other changes to your private alternative loan, please select from one of the following options and provide student borrower signature.

☐ Cancel my Private Alternative Loan in full for this academic year.

☐ I wish to adjust my loan period and associated disbursement(s) from Fall/Spring to Fall only.

☐ I wish to adjust my loan period and associated disbursement(s) from Fall/Spring to Spring only.

☐ Decrease my Private Alternative loan from $__________ to $__________. Reduced amounts are equally divided between fall and spring semesters, except if the loan was processed for one semester only.

☐ Other- Please explain: ____________________________________________
   ____________________________________________
   ____________________________________________

________________________  __________________________
Student Name (please print)    Student ID

________________________  __________________________
Student Signature      Date

Please note: Changes will only be processed for semesters in which the indicated loan has NOT yet disbursed. Loans in an offered (O) status should be updated by the student via the myShip student portal. A signature is required on this form in order to process pre-disbursement loan changes. Failure to sign this form will result in processing delays.

Please print and return this completed form to Financial Aid in Old Main 101.
Mail: 1871 Old Main Drive, C/O Financial Aid, Shippensburg PA, 17257
Fax: 717.477.4028
Email: finaid@ship.edu
Any questions please contact Financial Aid at 717.477.1131